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Spotlight

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OPM Issues Policy on Sexual Harassment

The problem of sexual harassment in the Federal Government was the subject of hearings by the Subcommittee on Investigations of the House Committee on Post Office and Civil Service. Alan K. Campbell, Director of the U.S. Office of Personnel Management, recently appeared before this Subcommittee where he stated that, "OPM has a major responsibility in assuring that the Federal Civil Service maintains a working environment that is free of any kind of discrimination."

Director Campbell told the Subcommittee that sexual harassment is an employment issue with serious and sometimes tragic consequences, and that, "we are very concerned about incidences of sexual harassment which affect the economic, physical, and emotional status of its victims."

Several Federal agencies in dealing with this problem have issued policy statements and definitions. However, Director Campbell told the Subcommittee that any policy and definition concerning the subject of sexual harassment should be consistent and applicable to all Federal agencies and departments.

OPM was requested to assist in the effort to curtail sexual harassment by issuing a policy statement which made clear that sexual harassment undermines the integrity of the Federal Government and will not be condoned. Merit system principles require that all employees be allowed to work in an environment free from sexual harassment.

In a memorandum to heads of departments and agencies, Director Campbell recommended that each take a leadership role by initiating the following actions: issue a very strong management statement clearly defining the policy of the Federal Government as an employer with regard to sexual harassment; emphasize this policy as part of new employee orientation covering the merit principles and the code of conduct; and make employees aware of the avenues for seeking redress, and the actions that will be taken against employees violating the policy.

Following is the policy statement and definition on sexual harassment:

Federal employees have a grave responsibility under the Federal code of conduct and ethics for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the Government's business and the maintenance of confidence of the American people. Any employee conduct which violates this code cannot be condoned.

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment debilitates morale and interferes in the work productivity of its victims and coworkers.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against an employee on the basis of conduct not related to performance, such as the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

Specifically, sexual harassment is deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome.

Within the Federal Government, a supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. Similarly, an employee of an agency who behaves in this manner in the process of conducting agency business is engaging in sexual harassment.

Finally, any employee who participates in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome and interfere in work productivity is also engaging in sexual harassment.

It is the policy of the Office of Personnel Management (OPM) that sexual harassment is unacceptable conduct in the workplace and will not be condoned. Personnel management within the Federal sector shall be implemented free from prohibited personnel practices and

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Conference on Human Resource Development

A Conference on Human Resource Development will be held in Dallas, Texas, March 18-20, 1980 at the North Park Inn sponsored by Consulting Services/Productivity Programs Office, Southwest Region, U.S. Office of Personnel Management, Dallas, Texas.

The purpose of the Conference is to provide trainers, managers and staff professionals an opportunity to participate in educational programs, and workshops as well as hear presentations by some of the outstanding authors and professionals in the field of human resource development. The opportunity to meet, interact and exchange ideas with other professionals is one of the more important Conference benefits as well as the knowledge gained from Conference attendance.

Keynote speakers include:

Lou Tice, Director, Pacific Institute, Seattle, Washington, "Achieving Your Potential"

Ted Mills, Director, American Center for the Quality of Worklife, Washington, D.C., "The Importance of Values Training in Quality of Worklife"

Malcolm Warren, Senior Vice-President, Stix, Baer and Fuller Co., St. Louis, Missouri, "The Pay-Off to the Organization for HRD Effectiveness'

In addition to the general sessions above, each day includes a choice of different workshops on the following topics:

- "Performance Appraisal Systems—How to design and implement one"
- "The Exceptional Manager and Power!"
- "Designing and Facilitating Problem-Solving Sessions that work"
- "Creativity—a right brain activity"
- "Media Systems—what and why?"
- "Evaluating Training Effectiveness"

And Much, Much More!

Each workshop will be facilitated by a nationally known speaker, author, and/or consultant. The Conference is applicable to any person engaged in personnel, employee development, training, human resources, special emphasis program coordinators or management occupations.

The registration fee is $95 which includes one luncheon and Conference materials. In addition, each registrant will be able to attend a one-day gigantic "Training Film Preview Extravaganza" on March 21st at *no additional cost*.

For more information, please contact:

Thomas E. Mirabal, Conference Director, Consulting Services/ Productivity Programs, Workforce Effectiveness and Development, U.S. Office of Personnel Management, 1100 Commerce Street, Dallas, Texas 75242, Telephone (214) 767-8245, FTS Users 729-8245.

HISPANIC EMPLOYMENT PROGRAM

The above logotype is the new symbol of the Hispanic Employment Program, designed by Rogelio Burgos.

Recruiting Aids

In the December 1979 issue of **"Recruiting Trends"** the following article appeared which we feel will be helpful to Federal agencies in implementing their Federal Equal Opportunity Recruitment Program:

The Most Effective Recruiting Channels:

One hundred and eighty-eight members of the Bureau of National Affairs Personnel Policies Forum recently gave a detailed report on their recruiting practices and materials. They reported that the three most effective ways (out of 14

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Editor: Ed Shell
The Director of the United States of America Office of Personnel Management has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing this periodical has been approved by the Director, Office of Management and Budget through March 31, 1980.

EEO Training Institute — Training As Usual

The EEO Training Institute is continuing its efforts to provide up-to-date training in equal employment opportunity in a timely manner. All EEO Training Institute courses have been updated to reflect changes in personnel management and EEO brought about by civil service reorganization and reform. The Institute also is working closely with both the Equal Employment Opportunity Commission and OPM's Office of Affirmative Employment Programs to insure that courses reflect any new developments and changes in EEO program policies and regulations. Two-day Affirmative Action Workshop briefings were scheduled for November 29-30, December 4-5 and December 18-19, 1979. The briefings, developed in close coordination with EEOC, provided agency EEO Staffs with information on Phase I of the fiscal year 1980 Affirmative Action Program Plan. Future briefings will be scheduled to meet the continuing needs of EEO personnel in this area. Currently, the OAEP is working with the Institute to develop a course on the Federal Equal Opportunity Recruitment Program.

For further information on these and other courses, contact:

Office of Personnel Management, Personnel Management Training Center, EEO Training Institute, P.O. Box 7230, Washington, D.C. 20044, Telephone FTS 632-9772.

New Medical Qualification Statement

The old lengthy and restrictive physical requirements sections in the OPM Qualifications Handbook for General Schedule Positions have been replaced by a single medical qualification statement for all positions with sendentary, light, or moderate duties. In effect, the new policy requires only that applicants be physically and mentally able to perform efficiently the functions of the position without being a hazard to themselves or others.

"The changes reaffirm the Federal Government's commitment to hiring the handicapped by requiring job applicants and employees to possess only the minimum medical qualifications necessary for safe and efficient performance of the duties of a particular position," said OPM Director Alan K. Campbell.

Specifically the new policy will enhance employment opportunities for the handicapped by:

— delegating more authority to Federal employing agencies to determine the medical eligibility of an individual applicant for a position, based on the actual tasks of that specific position and on the demonstrated abilities of that particular applicant;

— encouraging the use of reasonable accommodation, job restructuring and worksite modification; and,

— emphasizing the need to interpret and appropriately modify occupational medical standards to reflect the minimum requirements of the specific position to be filled.

Qualification standards for occupations in which the positions typically involve arduous or hazardous duties remain in effect, but also have been modified to reflect additional pre-placement considerations.

While certain positions may have essential duties which require usable vision, color vision, or speech, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a job.

More detailed information may be found in Federal Personnel Management Letter No. 339-15 dated September 24, 1979 and titled, "Changes to the Standard Physical Requirements Paragraph for General Schedule Qualification Standards."

Minorities and Women Make Gains in White-Collar Jobs

A recent study released by the U.S. Office of Personnel Management reveals that minorities and women continue to make advances in better paying full-time professional, administrative, and technical jobs.

The increased participation of minorities and women in the better paying white-collar jobs also translates into larger proportional representation at Grades GS-9 and above.

Some of the findings of the November 1978 study show that:

— Women and minority employment in the Federal civilian work force increased by an average of two percent between 1977 and 1978, more than twice the rate for all other groups.

— Minority employment (531,988) now accounts for 22 percent of the full-time Federal work force, while women employees (752,766) represent 31 percent of the full-time Federal work force (2,418,151).

— About one-half of all minority employees now work under the General Schedule and equivalent pay systems. Minorities gained additional jobs in most junior and all mid- and senior-level grades between 1977 and 1978, but declined slightly at the GS 16-18 executive grades.

Chen Joins OAEP

Peter H. Chen was recently selected as Deputy Assistant Director for Affirmative Employment Programs, U.S. Office of Personnel Management. The announcement was made by A. Diane Graham, Assistant Director for Affirmative Employment Programs. Chen assumed his new duties on October 21, 1979.

Prior to coming to the OPM, Chen served as Special Assistant and Advisor to the Agency Personnel Director and top management officials on special recruitment programs and other personnel practices designed to achieve equal employment opportunity objectives at the National Aeronautics and Space Administration.

Chen has some twenty-five years experience in a variety of personnel and personnel-related positions. He served with NASA as Deputy Assistant Administrator for EEO Programs from June 1975 until December 1978. Before that, he served with the Brookhaven National Laboratory, the Equal Employment Opportunity Commission, the Departments of Interior, Air Force, Navy, Justice and Army. He also served the community as Personnel Director and Civil Rights Advisor to the Mayor of Glen Arden, Maryland.

He received the Citizen of the Year Award in 1961 from Suffolk County Human Rights Commission. He earned a Bachelor of Science degree from Howard University and is a candidate for a Masters in Public Administration degree from The American University.

Chen

OPM *from page 1*

consistent with merit system principles, as outlined in the provisions of the Civil Service Reform Act of 1978. All Federal employees should avoid conduct which undermines these merit principles. At the same time, it is not the intent of OPM to regulate the social interaction or relationships freely entered into by Federal employees.

Complaints of harassment should be examined impartially and resolved promptly. The Equal Employment Opportunity Commission will be issuing a directive that will define sexual harassment prohibited by title VII of the Civil Rights Act and distinguish it from related behavior which does not violate title VII.

Questions regarding this matter may be directed to Ms. Ellis McNeill, Federal Women's Program Office, OPM, Room 7540, 1900 E Street, NW, Washington, DC 20415.

RECRUITING *from page 2*

altogether) of finding various groups of employees are:

Professional and Technical: Newspaper advertising, private employment agencies, and colleges and universities.

Managerial People: Newspaper advertising, private employment agencies and search firms.

Sales People: Newspaper advertising, private employment agencies and employee referrals.

Office and Clerical Employees: Newspaper advertising, walk-ins, and employee referrals.

Plant and Service Employees: Walk-ins, newspaper advertising and the United States Employment Service.

BNA's surveyor Mary G. Miner also obtained useful information on that difficult to determine figure—the cost of college recruiting. She reports the median amount for all organizations in the survey at $1,300. Manufacturers had the highest median figure at $1,500, and nonbusiness organizations reported the lowest median of $235. In addition, Miner has many details about the use of various recruiting channels and how organizations deal with such matters as affirmative action requirements. The 30-page survey is the most complete rundown on the recruiting scene to appear in quite a while. Obtain "Recruiting Policies and Practices" (PPF Survey No. 126) from the Bureau of National Affairs, Inc., 1231 25th Street, NW, Washington, D.C. 20037 for $5.00.

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